

Michigan Drug Court Grant Program Fiscal Year 2007

Application

**Grant Applications are due at the
State Court Administrative Office in Lansing by
5:00 p.m. on Friday, June 2, 2006**

APPLICATIONS RECEIVED AFTER THIS TIME WILL NOT BE CONSIDERED

- **The fiscal year 2007 grant period will commence October 1, 2006, and continue through September 30, 2007.**
- **The Michigan Drug Court Grant Program (MDCGP) has continuously encouraged all drug courts receiving funding assistance to also seek additional sources of funding to support their drug court program from federal, state, and local resources.**

Address for First Class Mail:

State Court Administrative Office
925 West Ottawa
P.O. Box 30048
Lansing, MI 48909

Address for Courier Delivery:
(Federal Express/UPS/etc.)

State Court Administrative Office
925 West Ottawa
Lansing, MI 48913

Questions:

Carol Knudsen
State Court Administrative Office
517-373-7351

Grant Award Notification:

We anticipate that notification of grant awards will be made in September 2006.

Michigan Drug Court Grant Program FY 2007

Program Description

INTRODUCTION

The purpose of the Michigan Drug Court Grant Program (MDCGP) is to provide funding assistance to jurisdictions to help with planning and implementation of new drug courts and the continuation of funding for drug court programs that are currently operational.

Drug courts evolved to address the revolving-door syndrome in which drug and alcohol offenders cycled in and out of the justice system. It is important to understand the difference between expedited drug dockets and drug courts. Expedited drug dockets focus on delay reduction strategies and do not address either the rehabilitation of drug offenders in the system or a reduction in recidivism of drug offenders. Drug courts treat drug addiction as a complex, relapsing disease and provide a comprehensive, sustained continuum of therapeutic interventions, treatment, and other services to increase clients' periods of abstinence and reduce the rate of relapse, rearrest, and incarceration.

The Drug Court Program Office (DCPO) within the Department of Justice (DOJ) has been given the responsibility of providing training, financial and technical assistance, and leadership to states and jurisdictions interested in establishing drug courts based on research, evaluation, and experience from the drug court field. To assure that drug court teams receive comprehensive training and technical assistance necessary to effectively implement a drug court program, jurisdictions are required to have completed, be currently registered in, or applied for the Federal Drug Court Planning Initiative (DCPI) training (<http://www.dcpj.ncjrs.org/>) to be eligible for implementation/continuation grant awards from the MDCGP. (see page three for required drug court training)

PURPOSE AREAS

The Michigan Drug Court Grant Program will provide funding for juvenile, family dependency, and adult drug courts, including drug court programs that give special attention to alcohol problems or Driving While Intoxicated (DWI) drug courts. In the case of adult drug courts, applicants are encouraged to target non-violent probation violators and other non-violent felony offenders, particularly straddle cell offenders with a prior record variable of 35 points or more who, based upon local sentencing practices, are otherwise bound for prison.

The two purpose areas for grant funding include:

1. **Planning Grants**

Planning grants are for jurisdictions that are interested in establishing a new drug court and are in the early stages of planning that effort.

2. Implementation/Continuation Grants

Implementation/continuation grants are for jurisdictions that have completed a substantial amount of planning and are ready to implement a drug court or for courts that are already implemented and are seeking funds for continuation.

For specific instructions in completing the program narrative section of the application, please refer to either the Planning or the Implementation/Continuation Program Description and Requirements purpose area document.

APPLICATION REFERENCES

Applicants should refer to 2004 PA 224 when completing the application to ensure the drug court program is designed and/or implemented in compliance with the drug court legislation and meets statutory requirements. 2004 PA 224 can be found at [http://www.legislature.mi.gov/\(c0qc2cm0hiykt3hnpjwbpev\)/mileg.aspx?page=BillStatus&objectname=2004-SB-0998](http://www.legislature.mi.gov/(c0qc2cm0hiykt3hnpjwbpev)/mileg.aspx?page=BillStatus&objectname=2004-SB-0998). Applicants should also familiarize themselves with the provisions of 2004 PA 219-221 and 225-226.

It is recommended that applicants refer to the federal guidelines for more detailed information on the key components of drug courts which can be found at <http://www.ojp.usdoj.gov/BJA/grant/DrugCourts/DefiningDC.pdf>

Courts that are planning or implementing a DWI, Juvenile, or Family Dependency drug court should also refer to the principles and strategies outlined in the following Bureau of Justice Assistance publications: *The Ten Guiding Principles of DWI Courts*; *Juvenile Drug Court: Strategies in Practice* (16 Strategies of Juvenile Drug Courts); or *Family Dependency Treatment Courts: Addressing Child Abuse and Neglect Cases Using the Drug Court Model*.

For these publications, refer to the following links:

DWI Courts: http://www.ndci.org/pdf/Guiding_Principles_of_DWI_Court.pdf

Juvenile Drug Courts: <http://www.ncjrs.gov/pdffiles1/bja/197866.pdf>

Family Dependency Drug Courts: <http://www.ncjrs.gov/pdffiles1/bja/206809.pdf>

MICHIGAN DRUG COURT GRANT PROGRAM FUNDING

The Michigan Drug Court Grant Program (MDCGP) allows eligible drug courts to receive grant funding for a maximum of five years beginning in FY 2003. Thus, courts that have received funding since FY 2003 will be eligible for funding through FY 2007. Courts receiving first year awards after FY 2003 will be eligible for five years of funding beginning with the first award year.

REPORTING REQUIREMENTS

Financial reports and quarterly data reports must be submitted on January 31, April 30, July 31, and October 10 of the contract year. Progress reports must also be submitted twice during the contract year with an interim report due on April 30 and a final progress report due on October 20.

Thirty (30) days past the due date, a delinquent notice will be sent out via e-mail notifying courts that they have fifteen (15) days to comply with the reporting requirement. Forty-five (45) days past the due date, a forfeiture notice will be sent out to courts via mail notifying them that their funding award has been rescinded due to contract noncompliance, unless new deadlines are negotiated with SCAO.

REQUIRED DRUG COURT TRAINING FEDERAL DRUG COURT PLANNING INITIATIVE (DCPI) TRAINING

Pursuant to 2004 PA 224, § 1062 (3), *“A court that is adopting a drug treatment court shall participate in training as required by the State Court Administrative Office and the Bureau of Justice Assistance of the United States Department of Justice.”* To be eligible for MDCGP FY 2007 continuation/implementation funding, jurisdictions must have completed, be currently registered, or applied for the Federal Drug Court Planning Initiative (DCPI) training series. Courts that are awarded FY 2007 planning grants must apply for DCPI training during the FY 2007 grant period. Courts that apply for DCPI training, but are not selected, must agree to participate in DCPI training if the training is provided by the State Court Administrative Office during the funding year. Courts must submit a copy of the nonacceptance notification from the Department of Justice. The following link provides DCPI training information: <http://www.dcpincjrs.org/>

STATEWIDE DRUG COURT CASE MANAGEMENT INFORMATION SYSTEM (DCCMIS)

Drug courts receiving awards from the MDCGP are required to use the DCCMIS to manage drug court cases and report all data to SCAO pursuant to 2004 PA 224, § 1078.

DRUG TREATMENT COURT TRAINING REGISTRATION COSTS MICHIGAN ASSOCIATION OF DRUG COURT PROFESSIONALS

The Michigan Association of Drug Court Professionals (MADCP) will be holding its 8th annual conference in Lansing at the Lansing Center during February 2007. Jurisdictions applying for grant funding from MDCGP may include in their application registration costs for up to three drug court team members to attend the conference. Travel, hotel, and meal reimbursement will not be covered by grant funds, but may be included as cash match. Conference brochures will be available in November 2006. Additional information on national training programs is available through the National Association of Drug Court Professionals and the National Drug Court Institute at www.nadcp.org.

MEMORANDUM OF UNDERSTANDING

In order to be considered for grant funding for FY 2007, pursuant to 2004 PA 224, § 1062, all courts must have a memorandum of understanding. The MOU should include the local prosecuting attorney, a representative of the criminal defense bar, a representative or representatives of community treatment providers, and any additional parties considered necessary, and shall describe the role of each party. Courts applying for implementation/continuation grant funds must attach an original memorandum of understanding with required signatures. Please refer to the following website (section D-1, page 56) for an example of a Memorandum of Understanding:
<http://www.ndci.org/publications/ModelStateDCLegislation.pdf>

GRANT REVIEW

Review of grant applications will take into consideration geographic location, population served, and drug and drug-related caseload statistics. Please include any other information that should be considered in documenting the need for your drug court program.

GRANT AWARDS

Courts will be notified of award decisions in September 2006. Courts receiving awards must complete and return revised budgets for final approval based on the actual award amount within one month of receiving the award notification. Contracts with all required original signatures must be received in the SCAO office by December 30, 2006. Awards may be rescinded for failure to meet the above contracting deadlines unless new deadlines are negotiated with SCAO.

Michigan Drug Court Grant Program Fiscal Year 2007

Planning Grant Application Checklist

(Please refer to the Purpose Area-Planning Grant
Program Description and Requirements document.)

- _____ **Applicant Summary with required signatures**
- _____ **Program Abstract and Narrative**
- _____ **Budget and Budget Narrative**
- _____ **Assurances with required signatures**
- _____ **Letters of Support**

Implementation/Continuation Grant Application Checklist

(Please refer to the Purpose Area-Implementation/Continuation Grant
Program Description and Requirements document.)

- _____ **Applicant Summary with required signatures**
- _____ **Program Abstract and Narrative**
- _____ **Budget and Budget Narrative**
- _____ **Assurances with required signatures**
- _____ **Copy of most recent Memorandum of
Understanding with required signatures**

**State Court Administrative Office
Michigan Drug Court Grant Program**

Fiscal Year 2007 Application

A. Applicant Summary

1. Applicant	SCAO Project Number (SCAO Use Only)
Address	Start Date: 10/01/06 End Date: 09/30/07
	Phone
	FAX
	E-Mail
2. Federal ID Number	3. Project Title
4. Project Contact	Title
Address	Phone
	FAX
	E-Mail
5. Current/Prior Training and Funding for Drug Court Program <input type="checkbox"/> Completed Federal DCPI Training Year Completed _____ <input type="checkbox"/> Currently Registered and Attending the Federal DCPI Training Projected Completion Date _____ <input type="checkbox"/> Previously applied but not accepted for the Federal DCPI Training Notification Date _____ <input type="checkbox"/> Receiving Federal Implementation Funding <input type="checkbox"/> Receiving Federal Enhancement Funding <input type="checkbox"/> Other Funding Sources (list) _____ _____	6. Type of Drug Court <input type="checkbox"/> Adult <input type="checkbox"/> Juvenile <input type="checkbox"/> DWI <input type="checkbox"/> Family Dependency (Abuse and Neglect)
	7. Application Type/Purpose Areas <input type="checkbox"/> Planning <input type="checkbox"/> Implementation/Continuation
	8. Drug Court Judges _____ _____

B. Certification

We certify that the project proposed in this application meets applicable requirements of the Michigan Drug Court Grant Program (MDCGP), that all information presented is correct, and that the applicant will comply with the provisions of all applicable state laws. The State Court Administrative Office prohibits the same person from signing as both project director and financial officer and/or authorizing official.

Project Director (Name and Title)	Signature		Date
Address	City	Zip	Phone Fax E-Mail
Financial Officer (Name and Title)	Signature		Date
Address	City	Zip	Phone Fax E-Mail
Authorizing Official (Name and Title)	Signature		Date

C. Jurisdiction

1. City/County (in which project will operate)	2. Population of Geographic Area Served
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D. Grant Request Summary

1. Total Project Costs: (100% of Project Cost)	_____
2. SCAO Request: (Circle one: 75%, 60%, 50%, 40%)	_____
3. Local Match:	
Local Cash Match (Circle one: 5%, 10%, 15%, 20%)	_____
In-kind/JAG*/Other Match (Circle one: 20%, 30%, 35%, 40%)	_____
4. Other Sources of Drug Court Funding:	
Source: _____	Amount: _____
Source: _____	Amount: _____
(Attach additional detail, if necessary, for other sources of funding for drug court.)	

*JAG – Edward Byrne Memorial Justice Assistance Grant Program (JAG) formally referred to as Byrne.

BUDGET WORKSHEET INSTRUCTIONS

The following instructions relate to both the budget summary on page 12 and the budget detail worksheets on pages 14 through 16 (which provide the detail to support the amounts shown on the budget summary). The budget detail worksheets should include a thorough justification for all costs, including the basis for computing these costs. The budget must be complete, reasonable, and directly related to the activities proposed in the application. All budgeted expenditures should be split between available funding sources in the following categories: SCAO Grant Request, Local Match; Cash, Local Match; In-kind; ODCP Edward Byrne Memorial Justice Assistance Grant Program (JAG); and Other Funding Sources. The totals on the budget detail worksheets should tie back to the budget summary.

SCAO BUDGET MATCH REQUIREMENTS

A minimum of 5 percent local cash is required as part of the budget match and cannot consist of state or federal dollars. First and second year grant match requirements are 25 percent, of which 5 percent must consist of local cash; third year match requirements are 40 percent, with 10 percent local cash; fourth year match requirements are 50 percent, with 15 percent local cash; and the fifth year of grant funding requires a 60 percent match of which 20 percent must consist of local cash. FY 2005 is considered to be the first year of the escalating grant match requirement. Thus, courts receiving FY 2005 and FY 2006 awards that subsequently receive FY 2007 awards will be considered in their third year of the match requirements for FY 2007.

Judicial salaries may not be used as In-kind match as they are entirely state funded. Locally paid fringe benefits (health care and/or retirement) can be used as In-kind match.

DISALLOWABLE EXPENSES

The following expenditures cannot be paid for with grant funds. However, these types of expenses can be used as part of the grant match requirement.

- * Equipment (computers, copiers, printers, furniture, etc.)
Purchases may be shown in the supplies and operating category but will be authorized for match expenditures only.
- * Construction and renovations
- * Software (new software, maintenance fees, etc.)
- * Administrative/indirect costs
- * Positive drug test confirmations
- * Attorney fees for indigent defense or prosecution

- * Travel (Drug court staff transporting participants to services or to conduct home visits is an allowable expense. In addition, the grant will support three registration fees for the 2007 Michigan Association of Drug Court Professionals conference.)
- * Gasoline expenses (Allowable mileage will be reimbursed at the allowable state rate.)
- * Meals/refreshments (except approved ceremonies such as graduation)
- * Lobbying activity
- * Honorariums
- * Memberships
- * Other costs not directly related to operations of a drug court

Item A – Personnel: On the budget detail worksheet, list each position by title or name of employee, if available. In the computation column, show the annual salary rate and the percentage of time devoted to the project. These amounts should then be allocated to the funding sources that will be used. The amounts on the personnel total line should tie back to the amounts shown for personnel on the budget summary.

Item B – Fringe Benefits: Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are only for the personnel listed in the budget and only for the percentage of time devoted to the project. On the budget detail worksheet, check the fringe benefits that apply and indicate the composite rate percentage. The amount shown for fringe benefits should be equal to the personnel costs multiplied by the composite rate.

Item C – Consultant/Contractual: For each consultant, enter the name (if known), service to be provided, hourly or daily fee (eight hour day), and estimated time on the project. Consultant rates paid from the grant award must be consistent with the Office of Justice Program Financial Guidelines and cannot exceed \$450 a day or \$56.25 per hour. Contractual services for treatment, case management/monitoring, and drug testing should be included in this section. Identify all current subcontractors that are intended to be wholly or partially compensated through funds from the Michigan Drug Court Grant Program for 2007. **These subcontracts must be attached to your application for 2007.** Additionally, any new subcontracts entered into during the 2007 grant period must also be submitted to the State Court Administrative Office for approval prior to initiating the subcontract. Subcontracts should be fee for service contracts and not flat fee service contracts.

Item D – Travel: Itemize travel expenses of project personnel by purpose (e.g. home visit, MADCP conference registration). Only travel for the purposes of transporting drug court participants to services, conducting a home visit, or registrations for the Michigan Association of Drug Court Professionals Conference (maximum of three) are allowable travel expenses. Other training registration costs should also be included under this section. Show the basis of computation. All travel must adhere to the most recently approved Michigan Supreme Court Standardized Travel Rates for the Judicial Branch. Approved travel expenses will be limited to in-state travel.

Item E – Supplies/Operating: Supplies include any materials that are expendable or consumed during the course of the project.

Item F – Total Project Cost by Funding Source: The total should be all costs associated with the drug court for FY 2007.

Item G – SCAO Grant Request: The amount requested from the SCAO Michigan Drug Court Grant Program.

Item H – SCAO Match, Local Cash: The percent of local cash match required in the budget is based on the number of years the courts received funds from SCAO. The cash match must be local cash and cannot include federal or state dollars. At a minimum, the first and second year cash match requirements are 5 percent, third year cash match requirements are 10 percent, fourth year cash match requirements are 15 percent, and the fifth year cash requirements are 20 percent.

Item I – SCAO Match, In-kind: Non-cash contributions of goods or services such as the time of regular court personnel spent helping with the program or the indirect cost rate or administrative costs allocable to the program. These expenditures must be well documented and may not be funded by any State or Federal grants or be used to match any other grant. In-kind match may be used to satisfy all or a portion of the remaining SCAO match requirement. The percent of In-kind match is also based on the court's funding year. At a minimum, the first and second year In-kind match requirements are 20 percent, third year In-kind match requirements are 30 percent, fourth year In-kind match requirements are 35 percent, and the fifth year In-kind match requirements are 40 percent.

Item J – SCAO Match, Other Funding Sources: Other funding sources such as child care fund, foundations grants, Juvenile Accountability Block Grant (JABG), etc., may be used to satisfy all or a portion of the remaining SCAO match requirement. (These sources are individually listed in Item M.)

Item K – SCAO Match, JAG Funds: JAG funds may be used to satisfy all or a portion of the SCAO Match Requirement.

Item L – JAG: This is the amount of any JAG received directly from ODCP or SCAO.

Item M – Other Funding Sources: Please list any other funding sources with a brief description of the source. (i.e. child care fund, foundation grants, JAG, etc.)

Item N – Total Other Funding Sources: Total of lines one through six above.

Item O – Total All Funding Sources: Total of SCAO Grant Request, Local Cash Match, In-kind Match, JAG and Other Funding Sources. This is your total Drug Court Program Budget.

Calculating Match and Budgets

Match is not a percentage of your award, rather it is a percentage of your total budget. For instance, if 25 percent match is required, that means that 75 percent of your costs are covered by the award and you must cover at least 25 percent of your costs yourself.

To calculate your total budget, simply divide your award by the percentage your award covers. Then multiply your total budget by the match percentage to calculate match dollars required.

For instance, if 25 percent match is required, that means that 75 percent of your budget is covered by the award. Divide your award by .75 to calculate your total budget, and multiply your total budget by .25 to calculate your match dollars.

	Match Percent	Award Percent
25% Minimum Match Required (yrs1-2)	0.25	0.75
40% Minimum Match Required (year 3)	0.40	0.60
50% Minimum Match Required (year 4)	0.50	0.50
60% Minimum Match Required (year 5)	0.60	0.40

Divide award by .75 for total budget, multiply total budget by .25 for match dollars required

Divide award by .60 for total budget, multiply total budget by .40 for match dollars required

Divide award by .50 for total budget, multiply total budget by .50 for match dollars required

Divide award by .40 for total budget, multiply total budget by .60 for match dollars required

SCAO grant funds may be used to match JAGs, and vice versa, so that must be taken into consideration when designing your drug court program budget. SCAO's In-kind/Other Match may be JAG funds, In-kind contributions, or other local sources. SCAO's Cash Match requirement may be local cash only, no federal (such as JAG) or state funds may be used. In-kind Match is not allowed for the JAG.

Example: SCAO award of \$10,000 with a minimum total match requirement of 25 percent, consisting of 5 percent cash and 20 percent In-kind or other, and a JAG award of \$30,000 with a 40 percent match requirement.

Calculate Match
& Total Budgets

SCAO Award Request	SCAO Match		Total SCAO Budget
75%	25%		100%
\$10,000.00	\$3,333.34		\$13,333.34
	5% Cash \$666.67	20% In-kind/Other \$2,666.67	

JAG Award	JAG Match	Total JAG Budget
60%	40%	100%
\$30,000	\$20,000	\$50,000

Determine Total Drug Court Program Budget

	Awards	Cash Match	In-Kind/Other Match	Total Drug Court Program Budget
SCAO Grant Amount	10,000.00			
5% SCAO Cash Match (.05 X Total SCAO Budget)		666.67		
20% SCAO In-kind/Other Match (.20 X Total SCAO Budget)			2,666.67	
JAG available to match SCAO In-kind/Other (\$30,000 available)			(2,666.67)	
JAG Amount	30,000.00			
40% JAG Match (.40 X Total JAG Budget)		20,000.00		
SCAO available to match JAG (\$10,000 available)		(10,000.00)		
Totals	40,000.00	10,666.67	0.00	50,666.67

Note that all of the SCAO In-kind/Other match requirement is met by the JAG award in this case, but only half of the JAG match requirement is met by the SCAO award. This means that, in addition to the \$666.67 cash requirement for SCAO, an additional \$10,000 of funding is required to satisfy the JAG Match requirement.

Court Name and Type: _____

BUDGET SUMMARY

Budget Category		SCAO Grant Request	Local Match		JAG	Other Funding Sources	Total Cost (100%)
			Cash	In-Kind Not Covered by JAG			
A	Personnel						
B	Fringe Benefits						
C	Consultant/Contractual						
D	Consultant/Contractual Travel						
E	Supplies/Operating						
F	Total Project Cost by Funding Source						

Summary of Drug Court Funding Sources

G	SCAO Grant Request		\$
H	SCAO Match - Local Cash (Based on the court's funding year)		\$
I	SCAO Match - In-Kind		\$
J	SCAO Match - Other Funding Sources	\$	
K	SCAO Match - JAG Funds	\$	
L	JAG (ODCP/SCAO)		\$
M	Other Funding Sources (describe)		
	1.	\$	
	2.	\$	
	3.	\$	
	4.	\$	
	5.	\$	
	6.	\$	
N	Total Other Funding Sources		\$
O	Total All Funding Sources (sum lines G, H, I, L, and N)		\$

REQUIRED BUDGET NARRATIVE

The budget narrative is **required** and must be included with the proposed budget. It must justify all costs associated with the proposed project:

BUDGET DETAIL WORKSHEET

The budget detail worksheet may be submitted on plain sheets of paper following the format below

A. Personnel							
Name/Position	Computation	SCAO Grant	Local Cash	Local In-Kind	JAG	Other	Total
Personnel Total		\$	\$	\$	\$	\$	\$

B. Fringe Benefits			
<input type="checkbox"/> Employer FICA _____%	<input type="checkbox"/> Retirement _____%	<input type="checkbox"/> Hospital insurance _____%	<input type="checkbox"/> Dental insurance _____%
<input type="checkbox"/> Vision insurance _____%	<input type="checkbox"/> Unemployment insurance _____%	<input type="checkbox"/> Workers' Compensation _____%	<input type="checkbox"/> Life insurance _____%
<input type="checkbox"/> Other _____%		<input type="checkbox"/> Other _____%	
Composite Rate _____%			
	SCAO Grant	Local Cash	Local In-Kind
Fringe Benefit Total	\$	\$	\$

Total Personnel and Fringe Benefits	\$	\$	\$	\$	\$	\$
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C. Consultant/Contractual						
Name of Consultant/ Computation of Cost	SCAO Grant	Local Cash	Local In-Kind	JAG	Other	Total
Service Provided						
Service Provided						
Service Provided						
Service Provided						
Service Provided						
Service Provided						
Consultant/Contractual Total	\$	\$	\$	\$	\$	\$

D. Travel							
Location/Type of Expense	Computation	SCAO Grant	Local Cash	Local In-Kind	JAG	Other	Total
Purpose of Travel							
Purpose of Travel							
Purpose of Travel							
Travel Total		\$	\$	\$	\$	\$	\$

E. Supplies/Operating							
Item	Computation	SCAO Grant	Local Cash	Local In-Kind	JAG	Other	Total
Total Supplies/Operating							

ASSURANCES

1. Applicants must provide assurance that there has been and will continue to be appropriate consultation with all affected agencies in planning and implementation of the drug court program. Pursuant to 2004 PA 224, applicants are required to have a memorandum of understanding with each local prosecuting attorney, a representative of the criminal defense bar, and a representative or representatives of community treatment providers, as well as any other parties considered necessary to successful planning and implementation.
2. Applicants must provide assurance that all treatment programs and providers used in the drug court program are licensed and/or accredited by appropriate state government or professional agencies.
3. Applicants must provide assurance of the intention of the jurisdiction to continue the program after funding from the Michigan Drug Court Grant Program (MDCGP) has been exhausted.
4. Applicants must provide assurance that all recipients of funding under this grant program are required to comply with nondiscrimination requirements contained in various federal and state laws. Each applicant court should have a copy of their Equal Employment Opportunity plan on file and available for review by the State Court Administrative Office upon request.
5. Applicants must assure that the applicant and its subgrantees will not use funds from the Michigan Drug Court Grant Program for lobbying and that it will disclose any lobbying activities related to the Michigan Drug Court Grant Program.
6. Recipients of funding under this grant agree that all expenditures, including personnel services, contractual services, and supplies, shall be in accordance with the standard procedures of their court. The grantee's accounting system must maintain a separate fund or account to support expenditures. Recipients of funding agree to maintain accounting records following generally accepted accounting principles for the expenditure of funds for purposes identified in the budget and any budget amendments.
7. State funds may not be used to replace (supplant) funds which have been appropriated for the same purpose.
8. Recipients of funding will assure that the Supreme Court, the State Court Administrative Office, the local government audit division of the Michigan Department of Treasury, the State Auditor General, or any of their duly authorized representatives shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent financial transactions, accounting records, or other fiscal records related to this grant. Such records shall be maintained for a period of five years after completion of the grant project or until all State Court Administrative Office audits are complete for the fiscal period, whichever is later. Recipients shall provide quarterly reports on the funds received and expended by the drug treatment court in the form required by the State Court Administrative Office.

9. Applicants agree to collect and provide program and participant data in the form and manner required by the State Court Administrative Office, and to participate in follow-up and evaluation activities.
10. Applicants receiving awards from SCAO agree to utilize the DCCMIS to manage drug court cases and report all data to SCAO pursuant to 2004 PA 224, § 1078.
11. Applicants who receive funding from the Michigan Drug Court Grant Program must follow the ten key components of drug courts developed by the National Association of Drug Court Professionals. Additionally, applicants agree to follow all applicable state laws, court rules, and administrative orders pertaining to the operation of drug courts and adjudication of related cases.
12. Applicants agree to participate in State Court Administrative Office required training including the Bureau of Justice Assistance's Drug Court Planning Initiatives (DCPI). Courts that apply to DCPI training, but are not selected, must agree to participate in DCPI training if provided by the State Court Administrative Office during the funding year.
13. All recipients of funding under this grant program will ensure that violent offenders, as outlined in 2004 PA 224 and defined below, will be excluded from the drug court programs.
 - a. "Violent offender" means an individual who meets either of the following criteria:
 - i. Is currently charged with or has pled guilty to, or if a juvenile, is currently alleged to have committed or had admitted responsibility for, an offense involving the death of, or a serious bodily injury to any individual, or the carrying, possessing, or use of a firearm or other dangerous weapon by that individual, whether or not any of these circumstances are an element of the offense, or is criminal sexual conduct of any degree.
 - ii. Has one or more prior convictions for, or if a juvenile has one or more prior findings of responsibility for, a felony involving the use or attempted use of force against another individual with the intent to cause death or serious bodily harm.
14. Applicants agree that if a federal 501(c)3 exists or is developed for drug court purposes, or if the drug court develops a partnership with an existing 501(c)3, that no employee of the court will be directly involved in the operations of the 501(c)3.
15. The State Court Administrative Office may suspend funding in whole or in part or terminate funding for the following reasons:
 - a. Failure to comply substantially with the requirements of the grant program, which includes the submission of financial reports, quarterly data reports, and bi-annual progress reports within the required time periods.
 - b. Failure to make satisfactory progress toward the goals or strategies set forth in this application.

- c. Failure to adhere to the requirements in the grant contract.
 - d. Proposing or implementing substantial plan changes to the extent that the application would not have been selected for funding.
 - e. Filing a false certification in this application or other report or document.
 - f. Other good cause shown.
16. The individuals with express authority to act in the name of the applicant in the positions of project director, financial director, and authorizing official should be the grant signatories. The signatures commit the applicant to the terms and conditions of the grant contract and attest to the accuracy of all information, which has been supplied by the applicant. The project director is responsible for directing the implementation of the drug court grant project. The financial officer is the individual who is fiscally responsible for this project, and is responsible for accountability for the state and matching funds. The authorizing official is the individual authorized by the court to enter into this agreement. The State Court Administrative Office prohibits the same individual from signing in more than one capacity.

By signing the assurances form, the applicant court assures that it will comply with the requirements set forth in the grant application in order to receive funding under the Michigan Drug Court Grant Program.

Project Director (Name/Title)
Date: _____

Project Director (Signature)

Financial Officer (Name/Title)
Date: _____

Financial Officer (Signature)

Authorizing Official (Name/Title)
Date: _____

Authorizing Official (Signature)